

BOARD OF TRUSTEES WORK SESSION
11004 Carpenter Street, Mokena, Illinois 60448
Monday, May 18, 2020

CALL TO ORDER

Mayor Fleischer called the Board of Trustees work session to order at 6:00 p.m.

ROLL CALL

Joseph E. Budzyn (via telephone)
Debbie Engler (via telephone)
Jillian Hersted (via telephone)
George Metanias (via telephone)
Jim Richmond (via telephone)
Joe Siwinski (via telephone)

Absent:

Also present were: Clerk Melissa Martini via telephone; Village Administrator John Tomasoski and Village Attorney Carl Buck were present in person.

FY 21 Budget

Finance Director Barb Damron, Assistant Director of Public Works Mark Detloff, Village Engineer Dan Peloquin and Village Engineer Brian Fei entered the Board Room.

Village Administrator John Tomasoski presented a PowerPoint on the FY 21 Budget.



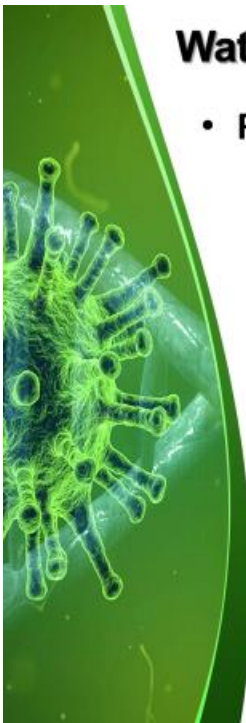
FY 21 Budget Discussion

May 18, 2020

Tonight's Topics







1. Water System Capital
2. Lake Water Debt
3. Sewer System Capital
4. WWTP Repair & Replacement Fund
5. WWTP Funding Update
6. Roads/General Infrastructure
7. Fleet Update



Water System Capital Improvements

- **Revenue Assumptions:**
 - Annual increase of 1.5% built into fee structure for Fiscal 2021 through Fiscal 2024
 - Connection fee = FY 21 - \$6,085 FY 22 - \$6,176
FY 23 - \$6,269 FY 24 - \$6,363
FY 25 - \$6,363
 - Fiscal 2021 = 38-1" and 1-2" connections (\$247K)
 - Fiscal 2022-2025 = 30-1" connections (\$185K-\$191K)



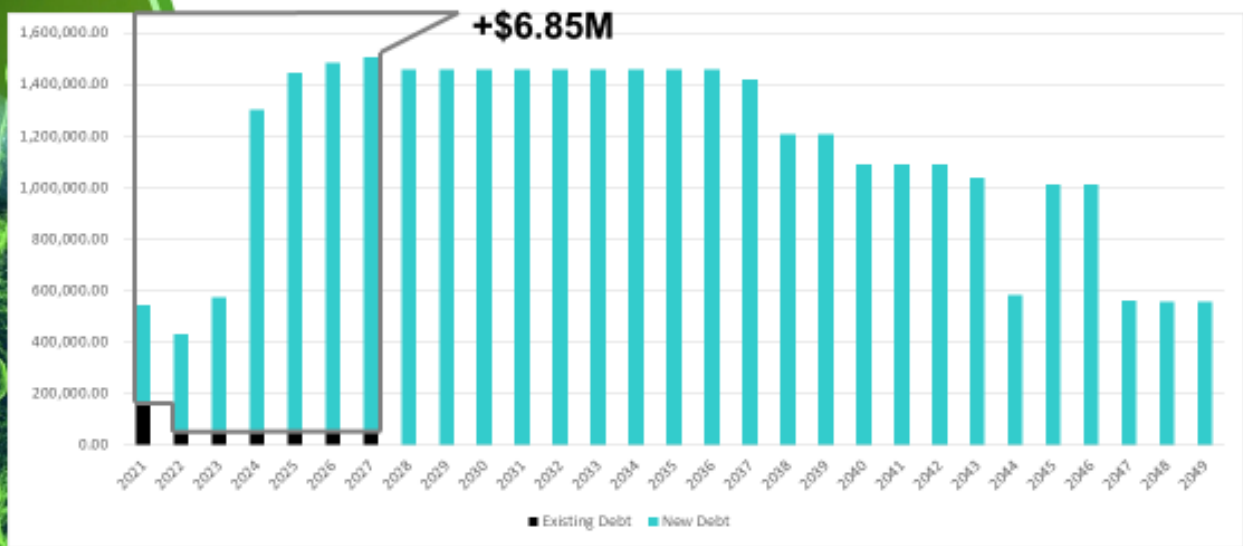
Water System Capital Projects

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
East Tower Painting				\$825,000		
Engineering				\$22,000		
Well #5 Shaft Replacement	\$39,821					
Valve Replacement (2)	\$30,400	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000
Village Wide Leak Survey	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Abandon Bryant & Midland Main	\$17,000					
Revere Road (Midland to Wolf)					\$280,000	
Engineering				\$21,000		
Bryant Road & Bryant Ct. (Midland to Third)					\$260,000	
Engineering				\$19,000		
Union Avenue (Revere to Bryant)					\$115,000	
Engineering				\$8,625		
Alta Vista (Wolf to Owens)		\$200,000				
Engineering		\$25,000				
Radio Read Program	\$162,000					
SCADA Improvements		\$83,000	\$83,000			
187th Tank Refurbish & Paint			\$190,000			
Brick Repair 191st Pumphouse	\$2,625					
Estimated Construction Costs/Leak Survey	\$271,846	\$329,000	\$320,000	\$873,000	\$704,000	\$50,000
Engineering	\$0	\$25,000	\$0	\$70,625		\$0
Total Costs	\$271,846	\$354,000	\$320,000	\$943,625	\$704,000	\$50,000

Water System Capital Improvements

	2020	2021	2022	2023	2024	2025
Beginning Fund Balance	\$3,186,735	\$3,108,205	\$2,808,308	\$2,536,953	\$1,641,848	\$985,338
Revenue:						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Tap-on Fees	\$295,632	\$246,863	\$185,295	\$188,070	\$190,890	\$190,890
Interest Earnings	\$45,354	\$7,340	\$13,350	\$10,450	\$6,600	\$4,950
Gain/Loss on Investments	\$2,431	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$343,417	\$254,203	\$198,645	\$198,520	\$197,490	\$195,840
Total Available For Spending	\$3,530,152	\$3,362,408	\$3,006,953	\$2,735,473	\$1,839,338	\$1,181,178
Operating Expenses:						
Contractual Services	\$101	\$25,100	\$0	\$70,625	\$0	\$0
Capital Outlay	\$271,846	\$329,000	\$320,000	\$873,000	\$704,000	\$50,000
Other Financing Uses	\$150,000	\$200,000	\$150,000	\$150,000	\$150,000	\$150,000
Total Expenses	\$421,947	\$554,100	\$470,000	\$1,093,625	\$854,000	\$200,000
Ending Fund Balance	\$3,108,205	\$2,808,308	\$2,536,953	\$1,641,848	\$985,338	\$981,178

Lake Water Debt



- As planned, beginning in FY 2021 the facility charge is being used to pay new debt
- No impact on water rates for new debt through FY 2027
- Continue to recommend using the portion of the ½% sales tax used to pay the Transportation Bonds (\$650K) for the Oak Lawn debt beginning in FY 2026
- If funding from former Transportation Bonds is allocated for this purpose, the Village Board’s goal of keeping the debt from being added to the water rates could be accomplished

Sewer System Capital Improvements

- Revenue Assumptions:
 - Annual increase of 1.5% built into fee structure for Fiscal 2021 through Fiscal 2024
 - Connection fee = FY 21 - \$6,085 FY 22 - \$6,176
FY 23 - \$6,269 FY 24 - \$6,363
FY 25 - \$6,363
 - Fiscal 2021 = 38-1” and 1-2” connections (\$247K)
 - Fiscal 2022-2025 = 30-1” connections (\$185K-\$191K)

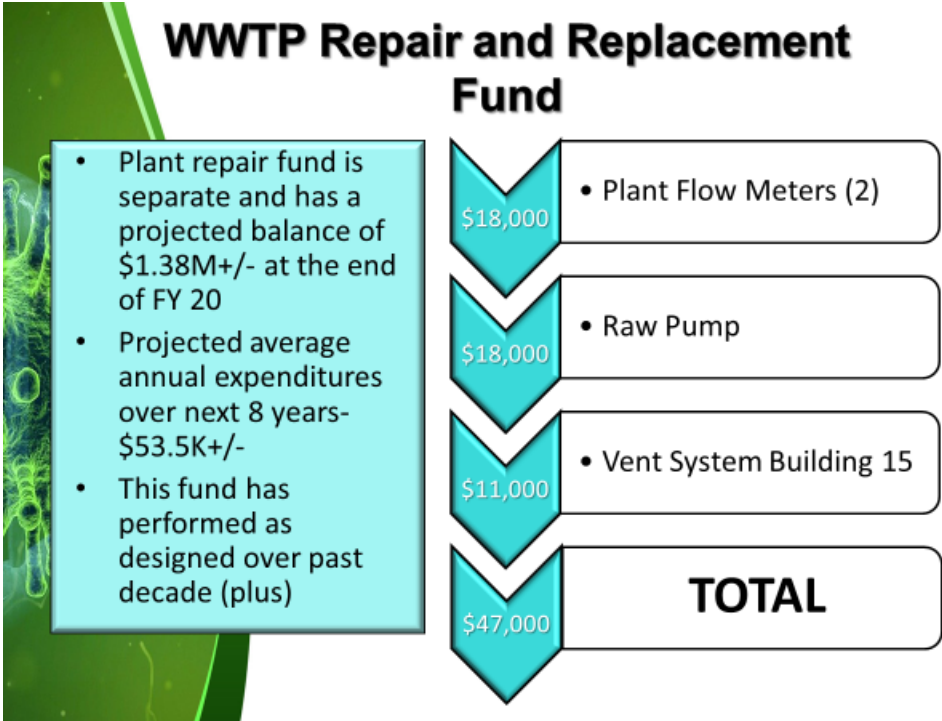


Sewer System Capital Projects

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
*Reline and Repair Manholes	\$104,914	\$120,000				
Engineering Phosphorus Report (Carry-Over)	\$10,000	\$10,000				
Lift Station Valves Forestview (Carry-Over)	\$8,750					
**Televis, Clean & Reline Sanitary Sewers			\$132,000			
Lift Station Pumps	\$20,000	\$21,000	\$22,000	\$23,000	\$24,000	\$25,000
SCADA Improvements Lift Stations	\$10,000	\$143,000	\$143,000			
Construction Costs/ Testing	\$143,664	\$284,000	\$297,000	\$23,000	\$24,000	\$25,000
Engineering	\$10,000	\$10,000	\$0	\$0	\$0	\$0
Total Costs	\$153,664	\$294,000	\$297,000	\$23,000	\$24,000	\$25,000

Sewer System Capital Improvements

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Beginning Fund Balance	\$1,210,507	\$1,493,845	\$1,400,108	\$1,295,123	\$1,467,093	\$1,641,733
Revenue:						
Tap-on Fees	\$269,006	\$246,863	\$185,295	\$188,070	\$190,890	\$190,890
Interest Earnings	\$18,100	\$3,600	\$6,720	\$6,900	\$7,750	\$8,650
Transfer From Sewer Dept	\$150,000	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$437,106	\$250,463	\$192,015	\$194,970	\$198,640	\$199,540
Total Available For Spending	\$1,647,613	\$1,744,308	\$1,592,123	\$1,490,093	\$1,665,733	\$1,841,273
Operating Expenses:						
Contractual Services	\$10,104	\$10,200	\$0	\$0	\$0	\$0
Capital Outlay	\$143,664	\$284,000	\$297,000	\$23,000	\$24,000	\$25,000
Other Financing Uses	\$0	\$50,000	\$0	\$0	\$0	\$0
Total Expenses	\$153,768	\$344,200	\$297,000	\$23,000	\$24,000	\$25,000
Ending Fund Balance	\$1,493,845	\$1,400,108	\$1,295,123	\$1,467,093	\$1,641,733	\$1,816,273



MULTI-YEAR REPLACEMENT PLAN

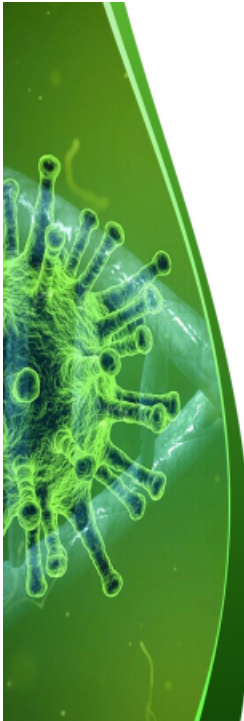
	ESTIMATE FY '21
PLANT FLOW METERS (2)	\$18,000
RAW PUMP	\$18,000
EXPLOSION PROOF VENT SYSTEM (BUILDING 15)	\$11,000
	\$47,000
	ESTIMATE FY '22
CHANNEL BLOWER	\$7,000
INFLUENT & EFFLUENT SAMPLERS	\$12,000
REPLACE ROOF (BUILDING 20)	\$28,000
	\$47,000
	ESTIMATE FY '23
RAW PUMP	\$20,000
REPLACE AIR HANDLER (BUILDING 20)	\$8,000
	\$28,000
	ESTIMATE FY '24
DIGESTOR BLOWER	\$9,500
BACKWASH PUMP	\$11,000
AIRWASH BLOWER (FILTERS)	\$9,500
SCUM PUMP	\$10,500
	\$40,500
	ESTIMATE FY '25
RAW PUMP	\$22,000
HVAC ROOFTOP UNIT BUILDING 10	\$10,000
	\$32,000
	ESTIMATE FY '26
RAS PUMP	\$45,000
RAS PUMP	\$45,000
	\$90,000
	ESTIMATE FY '27
RAW PUMP	\$24,000
ROOF BUILDING 85	\$24,000
	\$48,000
	ESTIMATE FY '28
HVAC BLDG #85	\$12,000
DIGESTOR BLOWER	\$11,000
RUBBER ROOF BLDG #90	\$17,000
	\$40,000
TOTAL	\$372,500
15% CONTINGENCY	\$55,875
GRAND TOTAL	\$428,375
AVERAGE OVER 8 YEARS	\$53,547

WWTP Repair and Replacement
Fund Balance Projections – FY 21

	2020	2021	2022	2023	2024	2025	2026	2027	2028
Beginning Fund Balance	1,234,686	1,377,883	1,284,233	1,243,533	1,221,683	1,187,183	1,161,033	1,076,633	1,033,883
Revenue:									
Interest	19,300	3,350	6,300	6,150	6,000	5,850	5,600	5,250	5,100
Gain/Loss On Investments	9,817	-	-	-	-	-	-	-	-
Trf. From Sewer Dept.	150,000	-	-	-	-	-	-	-	-
Total Revenue	179,117	3,350	6,300	6,150	6,000	5,850	5,600	5,250	5,100
Total Available for Spending	1,413,803	1,381,233	1,290,533	1,249,683	1,227,683	1,193,033	1,166,633	1,081,883	1,038,983
Expenditures:									
Improvements - Facilities	14,480	11,000	28,000	-	-	10,000	-	24,000	17,000
Machinery & Equipment	21,440	36,000	19,000	28,000	40,500	22,000	90,000	24,000	23,000
Contingency	-	50,000	-	-	-	-	-	-	-
Total Expenditures	35,920	97,000	47,000	28,000	40,500	32,000	90,000	48,000	40,000
Ending Fund Balance	1,377,883	1,284,233	1,243,533	1,221,683	1,187,183	1,161,033	1,076,633	1,033,883	998,983

WWTP Funding Update

- Staff has spoken with a representative from Old Plank Trail Community Bank to research the Village’s options for financing alternatives for the WWTP
- Verified the Village would be eligible for a loan, which would require a legal opinion from a law firm stating the transaction is Bank Qualified and Tax Exempt
- At the end of April, the interest rate was 2.8%, but will fluctuate based on the market
- Securing financing would take approximately 30-45 days



\$25 Million Fast-Track Grants

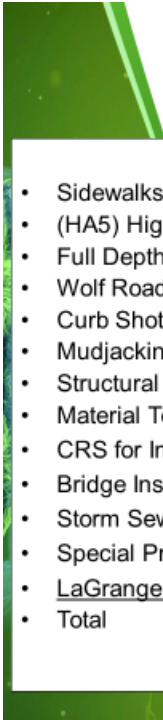
- State is expediting existing funds from the Rebuild Illinois fund due to COVID-19
- Funds will be allocated to shovel-ready projects for local public infrastructure projects meeting strict requirements
- Grant awards will range from \$550k - \$5M
- Applications must be submitted by June 15, 2020
- Only projects that can demonstrate the ability to break ground within 90 days of receiving a Notice of State Award Finalist (NOSAF) will be eligible for grants
- This grant is tailored towards communities in financial need, however Staff is currently reviewing our options



FY21 Infrastructure Maintenance Projects Post COVID-19

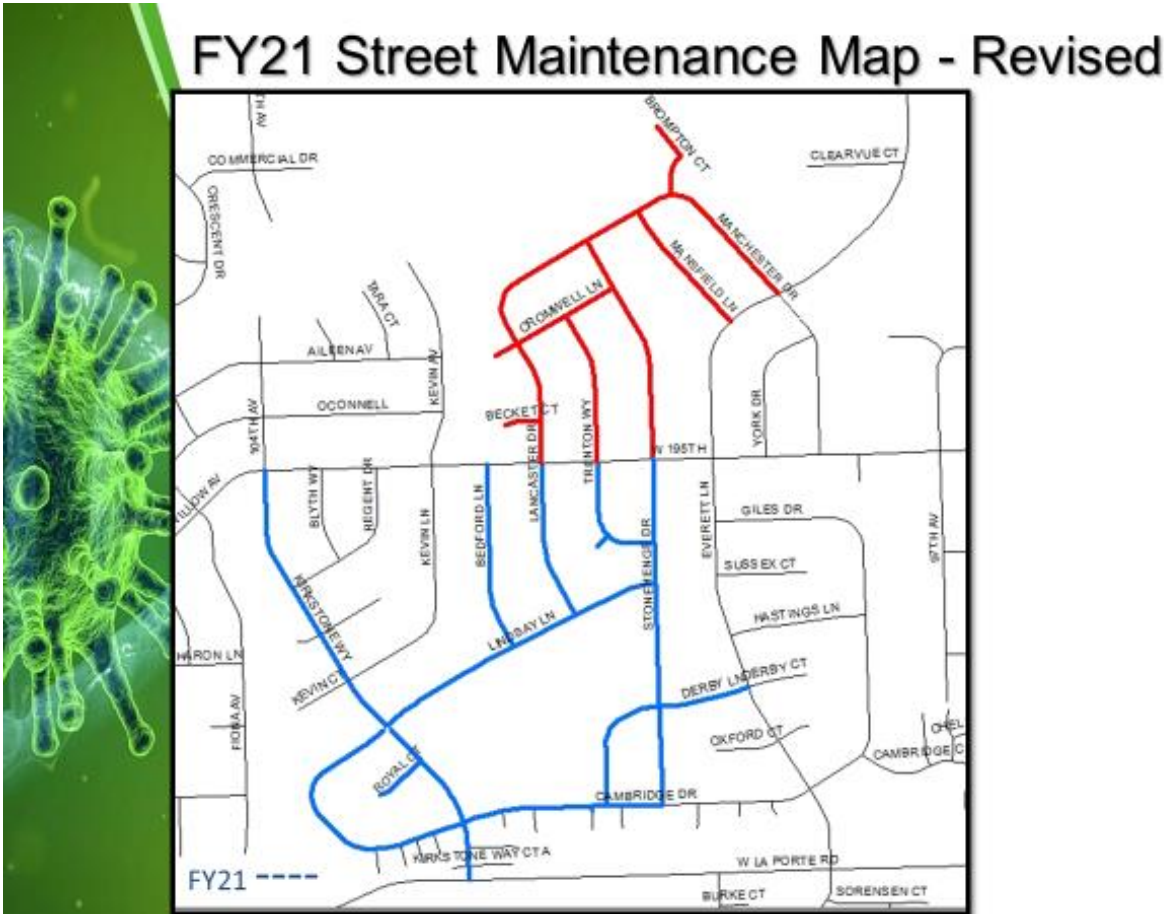


Originally Presented at the Village Board
Work Session
January 27, 2020



FY 21 Infrastructure Maintenance Expenditures

	Jan	May
• Sidewalks and Curb Program	\$80k	\$80k
• (HA5) High Density Mineral Bond (\$49k FY20)	\$124k	\$49k
• Full Depth Asphalt Patching	\$84k	\$84k
• Wolf Road PCC Pavement Patching	\$80k	\$0k
• Curb Shot-Crete	\$7.5k	\$7.5k
• Mudjacking (Sidewalks/Curbs)	\$7.5k	\$7.5k
• Structural Street Light Repair	\$25k	\$25k
• Material Testing	\$14k	\$14k
• CRS for Infrastructure Projects	\$43k	\$30k
• Bridge Inspections	\$5k	\$5k
• Storm Sewer Repair (\$169k Hummingbird / FY20 Carryover)	\$200k	\$200k
• Special Project (Kluth streambank)	\$15k	\$0k
• LaGrange Road Sidewalk Engineering	\$36k	\$36k
• Total	\$721k	\$538k = +/- \$183k ↓



FY 2021 ROAD MAINTENANCE PROGRAM

Grasmere

Cambridge Dr.		Bedford Ln.
Lindsay Ln.		Kirkstone Way
Derby Ln.		Royal Ct.
Stonehenge Dr.		Lancaster Dr.
Trenton Way		

Jan. – Total of 4.46 miles at a cost of +/- \$1,722,528
May – Total of 2.82 miles at a cost of +/- \$1,080,000

+/- \$642,528↓

RECENT ROAD MAINTENANCE ASPHALT PRICING

	<u>Bid Opening</u>	<u>Contractor</u>	<u>Polymer Leveling Binder N50 (\$/ton)</u>	<u>Polymer Leveling Binder Qty</u>	<u>Surface Course N50 (\$/ton)</u>	<u>Surface Course Qty</u>	<u>Project Type</u>
Mokena	TBD	TBD	\$77.25	2,256	\$72.10	6,011	Roadway
Lockport	12/19/2019	Austin Tyler	\$70.00	50	\$67.00	2,846	WM & Road
Lockport	12/19/2019	Austin Tyler	N/A	N/A	\$66.00	3,300	WM
Tinley Park	2/27/2020	Gallagher Asphalt	N/A	N/A	\$83.00	12,822	Roadway
Orland Park	3/5/2020	Austin Tyler	\$84.00	880	\$67.00	13,640	Roadway
Lockport	3/12/2020	PT Ferro	N/A	N/A	\$65.00	2,967	Roadway
Romeoville	4/7/2020	Orange Crush	N/A	N/A	\$56.00	8,000	Roadway
Crest Hill	4/15/2020	PT Ferro	N/A	N/A	\$67.00	863	Roadway

LED Street Light Program

Phase II – FY21 – Collector Streets

- Townline Road, Schoolhouse Road, 195th Street, Willow Road, and 187th Street

- 169 Street Lights at a projected cost of \$68,000
- Estimated ComEd rebate of \$10,400

Phase III – FY22 – Residential Streets and Parking Lots

- 1,000 Street Lights at a projected cost of \$378,000
- Estimated ComEd rebate of \$77,000

ComEd Update

- Staff has completed a review of ComEd’s inventory
- ComEd owns 286 street lights within Village boundary
- ComEd will begin upgrading street lights to Smart LED in 2020



Rebuild Illinois Bond Funds

- Funds are from the 2019 Rebuild Illinois capital plan and will be awarded on the regular MFT formula
- Funds are grants made from bond proceeds that must be used for capital projects
- Eligible projects must be bondable capital improvements with a useful life of greater than or equal to 13 years
- Sanitary sewer and watermain projects are not eligible
- Grants will be awarded in six disbursements across three years
- Funds must be used by July 1, 2025
- Mokena is scheduled to receive \$1.3M over three years
- Staff is currently researching parameters of the program



FY21 Infrastructure Staff Recommendations

The following recommendations are being made for budget purposes. Decisions to spend funds will continue to be made on a monthly basis based on financial analysis.






- Continue with our annual MFT Program with no reductions
- Continue with our annual infrastructure maintenance program with a reduction of +/- \$183k
- Continue with our annual road maintenance program with a reduction of +/- \$643k
- Continue with the Phase II and Phase III LED Street Lighting Conversion Program but will take a “wait and see” approach based on economic recovery
 - Project will be bid out and costs analyzed
 - Staff will monitor the current rebate incentive to see if it is offered next year and at what rate






VEHICLES & EQUIPMENT UPDATE Post COVID-19

**Originally Presented at the Village
Board Work Session
February 17, 2020**

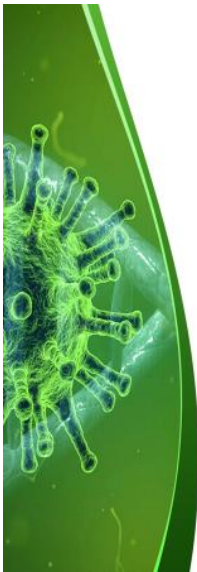
Proposed FY 21 - Fleet Management Program

Vehicle/Equipment	Original (FY) Replacement Schedule	Normal Fund Source	Service Type	Proposed
Replace M02 SUV – Outfitted	2021	General		*\$47,500
Replace M04 SUV – Outfitted	2021	General		*\$47,500
Replace M09 SUV – Outfitted	2021	General		*\$47,500
Replace ST1 - 2.5 Ton Dump with Plow & Spreader	2019	General		\$151,500
Replace A2 – Chevy Impala	2017	General		\$29,000
TOTAL		*Includes Police Set up Costs		\$323,000

Symbol	Definition
	EMERGENCY- Risk to safety, health or welfare
	PRIORITY SERVICE – Not quite emergencies, but must be handled quickly
	INTERNAL PROGRAM MAINT./ADMINISTRATIVE - Customer service, internal programming, administrative

The following recommendations are being made for budget purposes. Decisions to spend funds will continue to be made on a monthly basis based on financial analysis.

Questions/Comments



Discussion:

Trustee Metanias asked if the Village applies for a fast-track grant, would the Village know if we would receive it? Village Administrator John Tomasoski indicated that this grant program was just announced, therefore staff intends to learn more information later this week during a webinar from the Illinois Department of Commerce and Economic Opportunity.

Trustee Richmond asked if any of the Village’s other water towers will need to be painted in the next five years besides the east tower? Assistant Director of Public Works Mark Detloff answered no. Trustee Richmond asked if the new proposed SCADA equipment would allow staff to review from their cell phones. Village Engineer Dan Peloquin indicated the capability would be available with the new proposed equipment.

The consensus of the Board was to move forward with staff recommendations for:

- Water system capital projects
- Lake water debt
- Sewer system capital projects
- WWTP Repair and Replacement Fund
- Continue with our annual MFT program with no reductions
- Continue with our annual infrastructure maintenance program with a reduction of +/- \$183K
- Continue with our annual road maintenance program with a reduction of +/- \$643K
- Continue with the Phase II and Phase III LED Street Lighting Conversion Program, but will take a “wait and see” approach based on economic recovery
 - Project will be bid out and costs analyzed
 - Staff will monitor the current rebate incentive to see if it’s offered next year and at what rate

Staff Reports

Assistant Village Administrator Kirk Zoellner, Economic and Community Development Director Alan Zordan, and Police Chief Steven Vaccaro entered the Board Room.

Discussion:

Goddard School

Economic and Community Development Director Alan Zordan discussed his memo to the Board clarifying a staff memo relative to the Goddard School Site Plan and Architectural Review Committee review. He further notified the Board of the separate application for a fence variation to be presented to the Zoning Board of Appeals. The Board discussed parking and landscaping related to this project, as well as the timing of the fence variation application. The Board directed staff to move forward with placing this item on the Consent Agenda for the May 26 Village Board meeting.

Temporary Signage

Economic and Community Development Director Alan Zordan further reported on staff’s recent approval of several temporary promotional sign permits at no cost to local businesses in support of their efforts to attract customers. The Board was in favor of staff continuing this practice during the Governor’s partial shutdown of local businesses.

Former Therafin Site

Assistant Village Administrator Kirk Zoellner reminded the Board that leases for the Therafin commuter parking lot were set to expire June 30, 2020. He recommended the Board extend the leases for another year, to June 30, 2021. The Board concurred with this recommendation. In addition, due to the COVID-19 pandemic and Governor Pritzker’s “stay at home” order, those existing leaseholders who paid for the 2nd quarter of 2020 will receive two months of credits that will be applied to July and August, 2020, should they choose to renew their leases. Should Governor Pritzker’s “stay at home” order be extended through the month of June, these leaseholders will additionally receive credit for another month, which will then be applied to September, 2020. Leaseholders that have not paid for the 2nd quarter of 2020 will have until the end of June, 2020, to pay for the 3rd quarter. Those that have not paid by the end of June will forfeit their space.

Holiday Inn Express

Village Administrator John Tomasoski informed the Board that the current building permit extension for Holiday Inn Express will expire on June 1, 2020. Staff will provide paperwork to the owners for another permit extension to December 1, 2020 for \$49,465.01.

July 4th Parade

Police Chief Steve Vaccaro, Assistant Village Administrator Kirk Zoellner, and Village Administrator John Tomasoski provided the Board with an update on a potential stationary July 4th “parade” on Wolf Road. The Board discussed the pros and cons of this concept and a July 4th parade in general in consideration of the Governor’s current executive order.

Social Media

Mayor Fleischer informed the Board that he felt it was time to create a “content only” Village Facebook page, with no comments to be received/posted (similar to Channel 6 and the Village website).

Trustee Engler, Trustee Richmond, Trustee Budzyn, and Trustee Hersted all concurred with the Mayor.

Trustee Siwinski and Trustee Metanias felt a Village Facebook page would be difficult to properly manage, and would only duplicate what is already available on the Village website.

Mayor Fleischer asked Village staff to research and recommend the best ways to properly manage and operate a Village Facebook page and report back to the Board.

Assistant Village Administrator Kirk Zoellner, Economic and Community Development Director Alan Zordan, Finance Director Barbara Damron, Assistant Director of Public Works Mark Detloff, Village Engineer Dan Peloquin, Village Engineer Brian Fei, and Police Chief Steven Vaccaro left the Board Room.

Executive Session

Trustee Engler made a motion to move to enter into closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property pursuant to 5 ILCS 120/2(c)(8). Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

Discussion:

Trustee Engler made a motion to return to the scheduled work session at 8:19 p.m. Trustee Richmond seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:20 p.m.